

August 7, 2009

TO ALL CASHING OF CHECKS, DRAFTS, AND MONEY ORDERS LICENSEES:

Enclosed is the renewal application for the Cashing Of Checks, Drafts, and Money Orders license currently held by you. Your current license will expire on December 31, 2009.

IMPORTANT INFORMATION!!!!

1. The completed application and all requested enclosures must be returned to this office postmarked no later than December 1, 2009. Failure to provide all required information in the renewal could constitute a violation of Chapter 27 of Title 5 of the Delaware Code.
2. Postmarks must be easily discernable. Renewals received after December 1, 2009 with no postmarks, or received with postmarks dated past December 1, 2009, will be treated as new applications and as such will require payment of an investigation fee to be submitted with the application. Investigation fees, if required, are to be paid as follows:
 - \$150.00 per location to be licensed, not a mobile unit.
 - \$200.00 per mobile unit to be licensed.
3. The processing of renewal applications postmarked and/or received after December 1, 2009, will be delayed because all renewal applications postmarked and/or received on or before the deadline will be processed first. For this reason, it is probable that licenses for late renewal applications, if approved, will be issued after January 1, 2010.
4. Outstanding invoices for examination and/or supervisory assessment fees must be paid prior to submitting your renewal application. Checks should be made payable to *State of Delaware*.
5. **All outstanding examination violations must be cleared prior to submitting your renewal application.**

•**NOTE: The renewal application cannot be used to notify this office of an address change or to apply for new branch offices.**

If you have any questions, please contact the Licensing area at the above number.

Sincerely



Quinn Mille
Investigative Supervisor

CASHING OF CHECKS, DRAFTS OR MONEY ORDERS
RENEWAL APPLICATION CHECK-OFF SHEET

Application:

- Was the corporate seal applied to page three or the “No Seal” line checked on the appropriate portion of the application?
- Did a principal officer sign page three?
- Was page three notarized?
- Was page four completed?

Surety Bond:

- Does the surety bond run to at least midnight, December 31, 2010? *Letters of Credit must run to December 31, 2012.* If your surety bond is continuous, did you provide a photocopy of your bond?
- Does the language in the surety bond/Letter of Credit comply with Sec. 2714, 5 Del.C.?
- If a new surety bond was provided, was the corporate seal applied or the “No Seal” line checked on the surety bond form?
- If a new surety bond was provided, did a principal officer sign the surety bond?
- Does the surety bond or surety bond continuation have your surety company’s raised or stamped seal?
- Does the surety bond or surety bond continuation have your surety company’s signatures?

Attachments:

Please note that all attachments MUST accompany your renewal application. Do not indicate “On File” or “No Change”. Renewal applications must be complete to be processed. Incomplete applications will be delayed.

Did you include:

- An updated list of all principals of the business as specified in item 7 of the renewal application?
- Personal resumes and personal financial statements for **new** principals of the business?
- Updated list of managers of additional locations (storefront and mobile) and a personal resume for each?
- An updated list of individuals and businesses with an ownership interest as specified in item 8 of the renewal application?
- A recent asset/liability statement and profit/loss statement for the applicant company? Sole Proprietorships: Detailed personal financial of owner?
- The \$200.00 license fee for each licensed location (not a mobile unit), \$250.00 for each mobile unit?
- If question 12, 13 or 14 are answered “yes”, is all supporting documentation requested in 15 provided?

Miscellaneous:

- Do you have any outstanding invoices (i.e., examination fees, supervisory assessment)? If so, a check made payable to *State of Delaware* should be sent prior to submitting your renewal application.
- **Do you have outstanding examination violations? If so, they must be cleared prior to submitting this renewal application.**

STATE OF DELAWARE
OFFICE OF THE STATE BANK COMMISSIONER
555 EAST LOOCKERMAN STREET, SUITE 210
DOVER, DELAWARE 19901

RENEWAL APPLICATION
FOR LICENSE UNDER CHAPTER 27
CASHING OF CHECKS, DRAFTS OR MONEY ORDERS

PLEASE TYPE

1. Name of Applicant: _____

E.I. or S.S. No.: _____

2. Contact person, title, and phone number for application:

Name/Title	Telephone Number/Extension	Fax No.	Email address
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3. Address where the business is conducted: **The renewal application cannot be used to notify this office of address changes or to apply for new licensed offices.** Please contact this office for instructions on the proper procedure for address changes/applying for new offices. (Attach separate list if necessary for additional licensed location).

No. & Street	City	State	Zip Code
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(Must be consistent with address on existing license [s])

4. If this renewal application is for a mobile unit license, give: (Attach separate list if necessary for additional licensed mobile units.)

a. Boundaries of the area in which business is operated: (Include specific addresses if applicable)

b. Delaware registration number or other identifying data of the vehicle: _____

c. Address of administrative office: _____

5. Applicant business is formed as a: ____Corporation ____ Partnership ____Sole Proprietorship ____LLC
Other (name type)_____State: _____

6. All applicants must provide information regarding their registered agent for service of process in Delaware.

(a) Businesses organized in Delaware may designate the business itself, an individual resident in this State or another business authorized to transact business in this State provided the designee is located in Delaware in accordance with Section 132(a), Title 8 of the Delaware Code.

(b) Businesses organized in locations other than Delaware may designate an individual resident in this State or another business authorized to transact business in this State provided the designee is located in Delaware in accordance with Section 371(b)(2), Title 8 of the Delaware Code.

Name, Street Address, and Telephone Number of Registered Agent:

- (c) Provide proof that the licensee is appropriately registered with the federal government as a money service business or provide a written explanation of why you are not required to register.
7. (a) Please provide an updated list of Principals (officers, directors, partners, members, owner, senior management, etc.) of the business including full name, title, residential address, business address, Social Security number, date of birth, and, if a director, date term expires with this renewal application.
- (b) Personal resumes and personal financial statements for all new principals of the business must be submitted with this renewal application. Personal resumes should include a detailed work history. Personal financial statements must be in the form of a balance asset/liability statement. Tax forms, credit bureau histories, and statements of net worth will not be accepted.
- (c) Please provide an updated list of managers of each location to be licensed. Please submit managers' personal resumes with this application. Personal resumes should include a detailed work history.
8. Please provide an updated list of all individuals and businesses with an ownership interest in the licensee, including full name, residential address, business address, and number of shares held or percentage of ownership with this renewal application. If licensee is a subsidiary of a parent company, provide the entire ownership chain up to the ultimate owner (individual or publicly traded company), and a financial statement for the parent company.
9. (a) Applicant must provide proof of a surety bond or irrevocable letter of credit in the principal sum of \$5,000 in compliance with § 2714, 5 Del.C., at the time of renewal of license. The bond shall be continuous or shall run to the term of the renewed license, effective through midnight, December 31, 2010. Letters of credit can expire no earlier than December 31, 2012.
- (b) If you are not providing a new surety bond, continuation certificate, or bond rider, please attach a photocopy of the bond already on file.
10. I (we) certify that I (we) have liquid assets available for the operation of business of at least \$5,000. Attach a current financial statement (balance sheet) and income statement (profit/loss sheet) for the applicant company. **PLEASE NOTE:** Owners of sole proprietorships must also provide a detailed personal financial statement.
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- Principal Officer's Signature _____ Date _____
11. Please provide a detailed business plan, including a description of any other business conducted at licensed locations.
12. Have you or any owner, officer, director, partner, member, employee, or agent of your organization ever been arrested, indicted or convicted of a criminal offense **since the last time this information was disclosed? Include past incidents that have only recently come to your attention, such as information about new employees.**
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13. Have you or any owner, officer, director, partner, member, employee, or agent of your organization ever used an alias or been known by any other name? _____
14. Has the applicant or any owner, officer, director, partner, member, employee, or agent of your organization ever had any license suspended, revoked, or denied or has any regulator imposed a fine or taken other type of disciplinary action **since the last time this information was disclosed as part of an application process?**
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15. If the answer to questions 12, 13 or 14 is "yes", please attach a separate sheet giving details. If the answer to 14 is yes, please provide photocopies of all legal documents that pertain to the matter (i.e., Consent Agreement, Cease and Desist Order, Revocation Order, Reinstatement Order, etc.) If the Answer to 12 is yes, we may require additional documentation, depending upon the information received.

16.(a) Please note all outstanding invoices must be paid before a renewal application will be approved.

(b) If you have been examined by this office and received a report listing violations, please note that you must respond to this office and clear the violations before submitting this application.

17. The yearly license fee of \$200.00 for each licensed location that is not a mobile unit must accompany this application. The yearly license fee of \$250.00 for each mobile unit must accompany this application. Make checks payable to *State of Delaware* and reference it to "Renewal Fee". **(Applications received without the license renewal fee prior to December 1, 2009 deadline, will be considered as received late and treated accordingly.) If you are not renewing a particular licensed location, you must state this in writing on your letterhead.**

I hereby certify that I am authorized to sign and submit this application for licensure on behalf of the applicant company, in my role as principal of said company, and that the information contained herein is true and correct to the best of my knowledge and belief.

Full Corporate Name

Corporate Seal

* ____ Check here if you do not have a corporate seal.

***If company has had a seal in the past and no longer has one, please attach an explanation.**

Signed: _____
Principal

Sworn to and subscribed before me this _____ day of _____, 20____.

Signature of Notary Public

My Commission expires on _____.

NOTARY SEAL

CASHING OF CHECKS, DRAFTS OR MONEY ORDERS

Name of Licensee: _____

EMPLOYER IDENTIFICATION NUMBER: _____

A contact and all requested information must be provided for each of the following categories:

Supervisory Assessment	_____	_____	_____
	Name and Title	Telephone #	Extension #
	_____	_____	_____
	Email Address		Fax #

	Mailing Address		
License Renewal	_____	_____	_____
	Name and Title	Telephone #	Extension #
	_____	_____	_____
	Email Address		Fax #

	Mailing Address		
Examination	_____	_____	_____
	Name and Title	Telephone #	Extension #
	_____	_____	_____
	Email Address		Fax #

	Mailing Address		
Complaints	_____	_____	_____
	Name and Title	Telephone #	Extension #
	_____	_____	_____
	Email Address		Fax #

	Mailing Address		
Public Contact	_____	_____	_____
	Name and Title	Telephone #	Extension #
	_____	_____	_____
	Email Address		Fax #

	Mailing Address		

Changes in the above contacts must be reported to our office immediately.

w:appl/otis/docs/cc91.d